



# CITY OF HOUSTON

Administration and Regulatory Affairs Department  
Strategic Purchasing Division

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Mayor

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April 11, 2011

Subject: Letter of Clarification No. 3  
Veterinary Supplies

Reference: Invitation to Bid (ITB) No.: S21-S23885

To All Prospective Suppliers:

This Letter of Clarification is issued for the following reasons:

- To revise the above referenced solicitation as follows:
  1. At the City's Electronic website Group I, Animal Care Supplies, Line Item No. 5 description has been **changed**.
  2. At the City's Electronic website Group II, Veterinary Drugs and Pharmaceuticals, Line Item Nos. 3, 8, 30, 36, 43, 54, 57, 58, 64 and 67 have been **changed** Line Item No. 69 has been **deleted**.
  3. At the City Electronic website Group III, Veterinary Clinic Supplies, Line Item Nos. 7, 30, 49, 51, 61, 63, 66 thru 69, 74 and 76 descriptions have been **changed** and in the same group Line Item No. 73 quantity has been **changed** and Line Item No. 77 has been **deleted**.
  4. At the City's Electronic website Group IV, Veterinary Vaccines, Line Item No. 4 has been **deleted**. The remaining descriptions in this group have been **changed** and the quantity for Line Item No. 2 has been **changed**. In this group, the unit of measure "each" represents trays.
- To answer the following questions:
  1. Question: "How do I submit my bid?"

Answer: "The hard copy is to be submitted to the City Secretary's office also submit your bid electronically at the City's electronic website."

*Partnering to better serve Houston*

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2. Question: "What is the shipping and billing address?"


Answer: "The shipping address is as follows:  
Bureau of Animal Regulation Affairs (BARC)  
2700 Evella Houston, Texas 77026.

The billing address is as follows:  
City of Houston Administration and Regulatory Affairs  
Accounts Payables Business Office  
P.O. Box 2649 Houston, Texas 77252-2649."

- Due to the aforementioned change(s) to the e-bidding items you may need to edit your bid. To do so, please select the "Bid Number" and proceed accordingly.

This Letter of Clarification will be considered part of the solicitation on the first page of this document.

Furthermore, it is the responsibility of each Supplier to obtain any previous Letter(s) of Clarification associated with this solicitation.



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